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SUMMARY OF PROGRESS - RECORDS MANAGEMENT BRANCH
Cumulative 26 July thru 9 September 1950

Changes from 2 September are marked with asterisk (*)

A. General

	Assistant Directors Contacted	Records Officers Contacted	Microfilm Teams Assigned	Microfilm Teams Trained
DCI	no	no	no	no
Exec.	no	no	Nothing to micro.	
Mg. St.	14 August 1950	15 August 1950	yes	yes
Bg. St.	no	28 June 1950	yes	no
Pers. St.	no	7 August 1950	Nothing to micro.	
COAPS	no	11 August 1950	Nothing to micro.	
Leg. St.	no	8 August 1950	To be accomplished by RMB	
I & SS	no	7 August 1950	To be accomplished by Micro. Team	
Med. St.	no	7 August 1950	no	no
Admin. St.	no	7 August 1950	yes	yes
SSS	no	7 September 1950*		
OSI	14 August 1950	14 August 1950	yes	yes
OO	4 August 1950	7 August 1950	yes	yes
OCD	28 July 1950	28 July 1950	yes	yes
OSO	no	18 August 1950	yes	no
OPC	no	18 August 1950	yes	yes
ORE	7 August 1950	7 August 1950	yes	yes

B. Records Inventories

	Received	Coded	Forwarded to Machine Methods	Returned to RMB
DCI	no 22 Sept			
Exec.	no 22 Sept			
Mg. St.	7 September 1950*			
Bg. St.	no 22 Sept			
Pers. St.	no - in 12 Sept			
COAPS	no			
Leg. St.	20 July 1950	9 August 1950		
I & SS	14 July 1950	30 August 1950		
Med. St.	no 12 Sept			
Admin. St.	85%-15 July 1950	9 August 1950		
SSS	no			
OSI	55%-6 September 1950*			
OO	30%-21 August 1950	31 August 1950		
OCD	100%-6 September*	98%-6 September 1950		
OSO	no			
OPC	no			
ORE	no 22 Sept			

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C. Vital Documents Microfilm

	Scheduled to Start	Date Started	No. of Frames Completed	Percentage of Project Completed
DCI	No matl. to be micro.			
Exec.	No matl. to be micro.			
Mg. St.	No matl. to be micro.			
Bg. St.	15 September 1950			
Pers. St.	No matl. to be micro.			
COAPS	No matl. to be micro.			
Leg. St.	23 August 1950	26 August 1950	675	100%
I & SS	5 September 1950	5 September 1950*	7,474*	
Med. St.				
Admin. St.	6 August 1950	6 August 1950	33,199*	60%*
SSS				
OSI	25 August 1950	24 August 1950	26,154*	55%*
OO	12 August 1950	13 August 1950	1,100	100%
OCD	7 August 1950	7 August 1950	471,532*	64%*
OSO				
OPC	11 September 1950			
ORE	24 August 1950	25 August 1950	39,103*	60%*

D. Reduction of Records - Microfilming

	Scheduled to Start	Date Started	No. of Items	No. of Frames
Mg. St.				8,000
Library, OCD	17 August 1950	17 August 1950	2,414*	23,611*
OSO	14 September 1950			

E. Summary of Microfilming

A total of 579,237 images have been filmed of which all but 31,611 have been for the Vital Documents program.

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